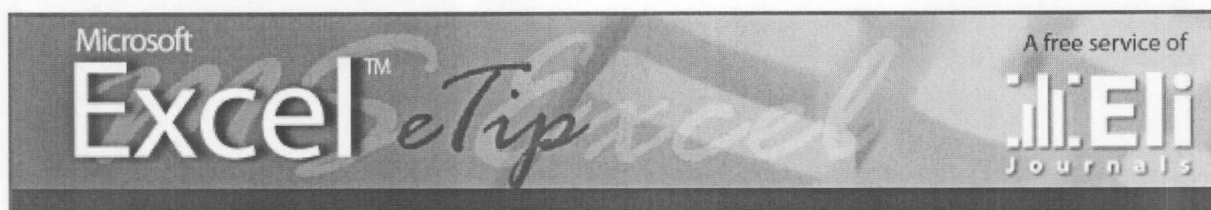


Aubrey Kagan

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Sent: September 19, 2007 12:00 PM
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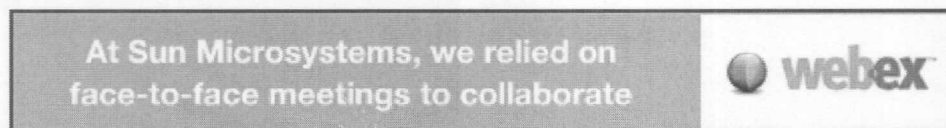


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September 19, 2007

Move worksheets between workbooks in a flash (2000/2002/2003)

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Move worksheets between workbooks in a flash (2000/2002/2003)

Sometimes Excel users overlook the simplest solutions — usually because experience tells them it couldn't be so easy! Here's a pleasantly simple way to move a worksheet to another workbook.

To move a worksheet from one workbook to another:

1. Launch Excel and open both the original workbook and the destination workbook.
2. Choose Window | Arrange from the menu bar.
3. Select the Horizontal option button in the Arrange Windows dialog box and click OK.
4. Drag the worksheet tab that you want to move to a position in the destination workbook.

When you release your mouse button, notice that the worksheet displays in the destination workbook, but it's no longer in its original workbook.

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